Appendix E MEDICAL RESERVE CORPS / K HELPS TRAINING MATRIX
March 2009

	TRAIN #	Contact Hours	MRC-MEDICAL	MRC-NON MEDICAL	Date Completed	Core Competency met
Volunteer Name **SERV KY**	**Complete:** ☐ Background Check Request Form ☐ Workers Comp Enrollment Form ☐ Code of Conduct/Confidentiality Agreement ☐ Phone Interview with MRC Unit Coordinator ☐ Present current, valid photo ID to MRC Coordinator **Additionally, for Medical Volunteers only, complete:** ☐ Hospital/Clinical Privilege or HealthCare Experience/Health Education Form ☐ Local Unit Coordinator verifies licensure					
Basic Approved MRC	**To become an approved MRC Team Member, Complete Level 1 Requirements and:**					
☐**KY DPH MRC Orientation**	1009215	1	M	M		4,5,7,8
☐**KY DPH An Introduction to NIMS (IS- 700.A)**	1009103	1	M	M		3
☐**ICS-100 HC Incident Command System for Medical Reserve Corps**	1014646	1	M	M		3
Intermediate MRC						
	Complete Level 2 Requirements and:					
☐***KY DPH MRC Family Disaster Plan**	1009110	0.5	R	R		1,2
☐**KY DPH MRC Psychology of Disaster**	1009534	1	R	R		6
☐**MRC Infection Control**	1004805	1	O	R		
Advanced MRC *Note: Most Teams Still Under Development*	**Complete Level 3 Requirements, Train with ESF-8 Strike Teams as opportunities arise and attend exercises. Volunteer chooses track(s) based on interest/experience. Tracks are as follows:**					
Strategic National Stockpile Team						
☐**SNS 100 Introduction, Terms & Concepts Introduction to the Department Operations Center (DOC)**	1010328	1.0	R	R		
☐**SNS 110 Point of dispensing (POD) Staff Introductory Level Training SNS 120 Distribution Node (DN) Staff Introductory Level Training**	1010329	1.0	R	R		
☐**SNS 210 Dispensing (Level 2 Jurisdictional)**	Under development		R	R		
☐**SNS 220 Distribution Node (Level 2 Jurisdictional)**	Under development		O	O		
☐**SNS-300 Management Considerations**	Under development		O	O		
Special Medical Needs Shelter						
☐**100 Special Medical Needs Shelter**	Under development		R	R		
☐**200 Special Medical Needs Shelter**	Under development		R	R		

Course	TRAIN ID	Contact Hours				
Environmental Health	Under development					
Epidemiology	Under development					
MRC Unit Management						
☐**KY New MRC Unit Leader Training**	Contact State Coordinator					
☐**MRC Volunteer Coordination Training**	Contact Local Unit Leader					
OTHER AVAILABLE COURSES						
☐ **Public Health Orientation**	1008492		O	O		
☐**KY DPH Pandemic Influenza: Kentucky's Response – Awareness Level**	1005569		O	O		
☐**MRC Category "A" Agents**	1004807	1.4	O	O		
☐**Death Registration**	1011507		O	O		
☐****Psychological Impact of Disasters & Catastrophic Events (2 parts: On-line + On-site)**	1008507	2.5/ 8.4	O	O		
☐***KY DPH MRC Risk Communication**	1009111	0.5	R	R		5
☐**IS-200 Single Resources, Incident Action Plan**	1005012		O	O		
☐**IS-800B National Response Framework (NRF)**	1011882		O	O		
☐*****ICS-300 Intermediate ICS for Expanding Incidents**			O	O		
☐*****ICS-400 Advanced Incident Management System**			O	O		

* Family Disaster Plan and Risk Communication must both be taken to earn the total of 1.0 Contact Hour.

** Two part course. The first part can be completed on line. For scheduling of the on-site portion in your area, see you MRC Coordinator.

***These courses are offered on occasion in the state. Check with MRC coordinator or visit http://kyem.ky.gov/training/

KEY: M = Minimum training an individual should complete to effectively assist during a community response to an event.
R = Recommended training for an individual that will enhance their ability to assist during a community response to an event.
O = Optional training for an individual that will maximize their ability to assist during a community response to an event.

COURSE DESCRIPTIONS

SERV

Requirements for completion of the SERV affiliation are described in this handbook in the K HELPS MRC Membership section. *(See Table of Contents).*

Basic

KY DPH Medical Reserve Corps Orientation Training
    Course Description: Introduces MRC volunteers to activation, reporting and deactivation procedures and describes the role of the local MRC unit in a public health event or emergency response. Also helps MRC members identify limits to their own skills, knowledge and abilities as they pertain to MRC roles. (~60 minutes in length). TRAIN course ID # 1009215.

KY DPH Medical Reserve Corps – An Introduction to NIMS Training
    Course Description: "On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and

administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents." This course introduces NIMS, explains the purpose, principles, key components and benefits of NIMS. (~45-60 minutes in length). TRAIN course ID # 1009103.

ICS-100 HC Introduction to ICS

Course Description: This course is designed to give an introduction to the principles, common terminology and position responsibilities when responding to an event using the Incident Command System. The course specifically discusses major ICS functions and their primary responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective. TRAIN course ID# 1014646

Intermediate

Kentucky Department of Public Health MRC Family Disaster Plan

This module describes the procedure and steps necessary for the MRC member to protect health, safety, and overall wellbeing of themselves, their families, the team and the community. Different types of disasters and how individuals and families can better prepare are described. The module takes approximately 30-45 minutes to complete. This course is a prerequisite for the MRC Risk Communication Training Module.

Kentucky Department of Public Health MRC Psychology of Disaster

This module describes the impact of an event on the mental health of the MRC member, responder and others. This course introduces Psychology of Disaster and takes approximately 45-60 minutes to complete. This is an awareness level course.
Objectives: Describe the disaster and post-disaster emotional environment, describe the steps that responders can take to relieve their own stress and those of disaster survivors, identify "Psychological First Aid" concepts, describe Kentucky's Disaster Behavioral Health Assets-Emergency Support Function-8 (ESF-8).

MRC Infection Control

The course helps MRC volunteers identify possible infection control hazards and safe practices when working in an environment where bloodborne or airborne pathogens are present.

Advanced

Strategic National Stockpile Team

SNS 100 Introduction, Terms & Concepts/Introduction to the Department Operations Center (DOC)

This first section of this introductory level training will introduce the participant to the Strategic National Stockpile, federal repository of pharmaceuticals and medical supplies for emergencies/disasters. Objectives: Define the Strategic National Stockpile (SNS), describe the concept for communities to receive the SNS, identify SNS contents. Estimated time of completion for this section: 30 minutes.

The Department Operations Center (DOC) section will introduce the participant to the concept of managing an agencies response under the direction of a DOC and how the DOC fits

into overall community response. Objectives: State the purpose and function of the Department Operations Center (DOC), describe the difference between the DOC and the Emergency Operations Center (EOC), describe the Incident Command Structure of a DOC and the duties of the staff, describe the operational phases of a DOC activation, state the requirements for DOC location, activation, operations, and deactivation, list the documentation requirements of DOC operations, including After Action Reports (AAR). Estimated time of completion for this module: 30 minutes.

SNS 110 Point of Dispensing (POD) Staff Introductory Level Training / SNS 120 Distribution Node (DN) Staff Introductory Level Training

This section will introduce participants to Points of Dispensing (POD) Operations. The Point of Distribution (POD) module will introduce the participant to the concepts associated with distributing emergency supplies to communities. Objectives: Describe the purpose of a Point of Dispensing (POD), discuss when it may be necessary to open a POD, define the goal of a POD, recommend an Incident Command Structure (ICS) for the organization of POD staff, recommend minimum job functions for a POD, recommend job action sheets (JAS) for POD functions, identify a possible POD flow diagram. Estimated time of completion for this module: 30 minutes.

This section will introduce participants to the Distribution Node (DN) and its function in the distribution of emergency supplies. The Distribution Node (DN) module provides awareness level training on the receipt, storage, and distribution of SNS assets. Objectives: Describe a Distribution Node (DN), list events that could cause a DN to be utilized, summarize the purpose of a DN, describe job functions in a DN. Estimated time of completion for this module: 30 minutes.

SNS 210 Dispensing (Level 2 Jurisdictional)

This course is currently under development and will be available soon.

SNS 220 Distribution Node (Level 2 Jurisdictional)

This course is currently under development and will be available soon.

SNS-300 Management Considerations

This course is currently under development and will be available soon

Special Medical Needs Shelter *(This training track is currently under development and will be available soon. Further information will be provided to volunteers when courses are available).*
100 Special Medical Needs Shelter
200 Special Medical Needs Shelter

Environmental Health *(This training track is currently under development and will be available soon. Further information will be provided to volunteers when courses are available).*

Epidemiology *(This training track is currently under development and will be available soon. Further information will be provided to volunteers when courses are available).*

MRC Unit Management

Other Available Courses

Public Health Orientation
The module is an efficient tool to orient and train employees on the history, vision, and mission of Public Health, the Core Functions of Public Health, and the 10 Essential Services of Public Health. Because as many as 45% of the Public Health workforce may retire by 2008, Public Health Departments will be facing the orientation of many employees. To assure a competent workforce, able to achieve Public Health Goals and deliver Essential Public Health Services, Public Health must find a way to orient these employees as effectively and efficiently as possible. An online orientation/training module offers Public Health a method to accomplish this task.

KY DPH Pandemic Influenza: Kentucky's Response – Awareness Level
This is an awareness level training providing an overview of the current knowledge of past pandemics, and Kentucky's response to these events. Information about the current state of "bird flu" around the world is available, as well as links to Kentucky's preparedness plan. Also included are measures individuals and families can take to decrease their exposure to a possible outbreak and how to develop a personal preparedness plan.

MRC Category "A" Agents
The module identifies category "A" biological agents, their signs, symptoms and treatments. The module also discusses emergency infections and their possible threat. Objectives: Discuss three emerging infections and their possible threat, and identify Category A Biological agents, their signs/symptoms and treatments.

Death Registration
The module is for physicians, dentists, chiropractors and coroners. The Death Registration Made Easy Module is designed to facilitate an understanding of proper completion

of a death certificate in a timely manner; as well as to create an understanding of the importance of collecting accurate information.

Psychological Impact of Disasters & Catastrophic Events

This is a 2 part course. The first part must be completed on-line on TRAIN. The second part is in the classroom. The ON-LINE COURSE and EVALUATION MUST be completed BEFORE attending a FACE-TO-FACE training. You MUST bring your certificate from the module to be admitted to the face-to-face training.

This training will include information on the following topics: types of trauma caused by disaster, phases of disaster, and risk factors that make disasters and terrorist events psychologically toxic for survivors and responders. Participants will learn the factors and situations that influence psychological response; assessment of community needs; effects of terrorism before, during and after impact; types of terrorist agents (CBRNE) and the psychological reactions likely with each. Participants will learn the types of crisis intervention and mental health services applicable in the aftermath of disaster and terrorism, and will practice numerous interventions. Recent innovations in service delivery as a result of mass terrorism and disaster will be presented. The Oklahoma City bombing, the September 11, 2001 attacks, Hurricane Katrina, Pandemic Influenza, and Severe Acute Respiratory Syndrome (SARS) will be used as case studies, and students will participate in a variety of small group learning exercises and scenarios.

Kentucky Department of Public Health MRC Risk Communication

This module describes the MRC member's communication role(s) and processes with response partners, media, general public and others. This awareness level course defines Risk Communication, "The Seven Cardinal Rules of Risk Communication" and "The 10 Deadly Sins of Communication". This course should take approximately 30 minutes to complete. Objectives: The overall objective of risk communications is to establish and maintain the public confidence by providing information, identify the purpose of Risk Communication, define the role of the Public Information Officer, list the 10 Deadly Sins of communication.

IS-200 Single Resources, Incident Action Plan

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. IS-100 is a pre-requisite to the IS-200 course.

IS-800 National Response Plan (NRP)

The National Response Plan, or NRP, specifies how the resources of the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to Incidents of National Significance. This course introduces you to the NRP, including the concept of operations upon which the plan is built, roles and responsibilities of the key players, and the organizational structures used to manage these resources. The NRP provides a framework to ensure that we can all work together when our Nation is threatened.

ICS-300 Intermediate ICS for Expanding Incidents

ICS-300 and ICS-400 courses are courses conducted in a classroom. Both the Emergency Management Institute and the National Fire Academy sponsor NIMS compliant ICS-300 and 400 training. Please contact your local or State's Emergency Management Agency or State Fire Academy for details about when and where these courses will be available. (http://kyem.ky.gov/training/)

ICS-400 Advanced Incident Management System

ICS-300 and ICS-400 courses are courses conducted in a classroom. Both the Emergency Management Institute and the National Fire Academy sponsor NIMS compliant ICS-300 and 400 training. Please contact your local or State's Emergency Management.